

Dear Principal,

Congratulations for qualifying to establish Atal Tinkering Lab in your school!

In order to get the grant-in-aid and initiate the ATL establishment, you are required to complete the compliance as mentioned in ATL Guidelines. The details of compliance process is mentioned below which is to be completed on or before **31 January 2020** in order to get the ATL Grants-in-Aid.

1. To submit the acceptance letter for assigning the designated Lab space as required according to guidelines.
2. The designated LAB space map highlighting the area and specifically mentioning the measurement of the area.
3. Memorandum of Association to be printed in PLAIN WHITE PAPER (not to be printed on Bond Paper or Legal Paper) in duplicates (i.e. Two Original Copies)
4. Bond document to be printed on Rs. 10/- or higher value Bond paper for Private Schools ONLY.
5. Scan copy of Bank Passbook opened in the name of <Applicant Name as per 6038 List> ATL Grant.

Mr. Ramanan, MD AIM addressed all the selected schools in a Facebook Live Session on **06th Jan, 2020** from its official Facebook page (<https://www.facebook.com/AIMToInnovate/videos/1003350520031533/>) to explain the compliance process of newly selected schools. We request you to watch the same as it will help you in understanding the process better and give you sufficient clarity on the compliance requirements.

Format of these documents are uploaded on the ATL documentation portal. Please refer to them in case of any queries on the steps. Schools may also approach the other ATL schools in their nearby area to get support for completing the compliance process.

You are also requested to follow Atal Innovation Mission on social media on Twitter @aimtoinnovate and www.facebook.com/aimtoinnovate and use the tags like #NITIAayog, #AtalInnovationMission #AIMToInnovate & #InnovateIndia on all your social media posts.

The compliance process is also explained in attached Annexure. Kindly go through it carefully and follow the process without making any errors. The errors will delay the grant disbursement or may also disqualify your school from getting the grant-in-aid support for establishment of ATL in your school.

Schools are required to upload the documents on below given link.

http://aimapp2.aim.gov.in/atl_document_6038/index.php

All the uploaded documentation shall be reviewed by AIM in ORIGINAL. Once you have upload the document you will receive the email about sending your original documents which will contain the checklist and the address where you have to dispatch the document. Send the documents with copy of that email duly acknowledged by PRINCIPAL of School with Stamp. **Don't send any document without online approval and also don't delay in submission of document after approval.**

Address for sending the hard copy documents:

To,
Mission Director (Atal Innovation Misssion), NITI Aayog,
Sansad Marg Area
New Delhi - 110001

If you have already completed the documentation process, then please don't wait till last date for upload of documents. The first tranche of grant-in-aid will be disbursed only after completing the original documentation submission and upon approval of PFMS registration.

Looking forward to have seamless compliance from your school.

Happy Tinkering!!!

Best Wishes
AIM Team

Space Confirmation to be given by ATL Applicant School (For All Schools):

- Space confirmation (1500 Sq Ft / 1000 Sq Ft for hilly and island areas) is mandatory for all schools. The self-certification is to be given by School Principal about providing the dedicated space for establishment of ATL Labs on their School Letter Head enclosed with a sketch / area diagram duly authenticated by Principal of School.
- The letter should clearly specify the date from which the space shall be available for ATL Establishment. The grant-in-aid may be released on availability of dedicated space for ATL Establishment.
- **Schools are recommended to keep the space ready before getting the First Tranche of ATL Grant-in-Aid.**
- The letter and drawing must highlight the space assigned for ATL Establishment with measurement.
- Both these documents are to be uploaded on Documentation Website. In case of any query, you will get rejection email and invite to complete the compliance.

MOA (in TWO original Copies) Printed on Plain A4 Size White Paper (For All Schools):

- For your simplicity, you can download the pre-filled MoA from the MoA section of the documentation website and follow the steps mentioned there

OR

- The soft copy of matter to be printed for MOA is given on documentation website.
- You will be required to fill the necessary details of ATL Applicant School with the name and other necessary details of person who is signing the bond on behalf of ATL Applicant School.
- Many schools are submitting MOA in hand written mode. Please use the soft copy of MoA and do the needful to submit the proper MOA.
- Take Print of Filled MoA in Two Copies and send both the copies after signature
- Upload the signed MoA with seal on each page over documentation website link.
- Ensure that MoA is scanned properly. Schools have to upload entire MOA in PDF having file size less than or equal to 1MB.
- All Kendriya Vidyalayas, Jawahar Navodaya Vidyalayas and State Government or Local Body run Schools are also required to submit the SIGNED MOA.

Bond (in original) on Rs. 10 or more Stamp Paper or e-stamp (For All Private Schools):

- For your simplicity, you can download the pre-filled Bond from the Bond section of the documentation website and follow the steps mentioned there

OR

- Schools are requested to purchase the Rs. 10 Stamp Paper or higher value.
- The soft copy of BOND Content matter to be printed on Bond Paper is enclosed for your ready reference.
- You are required to fill the necessary details of ATL Applicant School with the name and other necessary details of person who is signing the bond on behalf of ATL Applicant School.
- Bond is NOT required for Government run schools including Kendriya Vidyalayas, Jawahar Navodaya Vidyalayas or even State Government or Local Body run schools.
- Upload the signed MoA with seal on each page over documentation website link.
- Ensure that MoA is scanned properly. Schools have to upload entire MOA in PDF having file size less than or equal to 1MB.

Regarding Bank Account and Passbook copy

- Please note SCHOOL BANK ACCOUNTS should be opened in PUBLIC SECTOR BANKS only as per the given below link:
<https://financialservices.gov.in/banking-divisions/public-sector-banks>
- Applicant School should not submit the Bank Account Details of Individual / Trust / Foundation / Samiti / Society / Private agency or any other School's Bank Account who has not been the applicant for getting the grant. They are also not supposed to give their regular bank account. Schools are recommended to open new bank account.
- Please make sure that ATL Applicant School is giving correct New Bank Account details during document compliance process along with the passbook details depicting the correct name of bank account holder on the portal.
- The Bank A/c Holder Name should be clearly readable as per "<Applicant name in 6038 list> ATL Grant". There should not be any joint holder like... Principal, Chairman of Trust or any individual or ex-officio. The signatory name should be mentioned in passbook separately.
- Please ensure you are entering correct and operational bank account details. Making any mistake will result in rejection of your ATL documents and will in turn delay the grant disbursement process. You are requested to avoid the same.